

# Pre-Operational/Daily Inspection Checklist for Forklifts

**Instructions:** The operator should inspect all Forklifts prior to placing the machine in service at the beginning of each work shift. Deficiencies noted on the inspection form should be corrected prior to operation. If the deficiencies cannot be corrected, the forklift should not be used and lock-out/tag-out procedures initiated according to the Forklift Standard of Practice.

Forklift Make: \_\_\_\_\_ Model: \_\_\_\_\_ S/N: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Daily Forklift Checklist Form							
Operator's signature: _____						Date: _____	
Lift Truck Number: _____				Type: LPG/Electric			
OPERATOR MUST COMPLETE CHECKLIST AT START OF SHIFT (Place in holder on vehicle)							
At end of shift turn in checklist to supervision.							
HOURMETER READING _____							
Check each of the areas that pertain to your lift truck.							
Visual Checks	OK	Defective	N/A	Operations Checks	OK	Defective	N/A
Tire Condition				Horn			
Head/Tail Lights				Steering			
Warning Lights				Service Brake			
Fluid Levels, battery				Parking Brake			
Battery Plug Condition				Hydraulic Controls			
Battery Indicator				Hose Reel			
Seatbelts				Engine			
Forks				Mast			
LPG Tank				Attachment			
Mirrors							

Note: Make sure LPG tank has GHS Label and forklift controls are labeled.